



12.01.2026

## Embassy of Switzerland in Jordan: Job Vacancy

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As the official representation of Switzerland accredited in the Hashemite Kingdom of Jordan, the Embassy covers all matters concerning the diplomatic relations between Switzerland and Jordan. It represents Swiss interests in the areas of political, economic and financial affairs, consular affairs, humanitarian aid, development cooperation, legal arrangements, science, education and culture.

### Residence Chef – 100 %

The Residence Chef is responsible to provide a high standard of culinary services for official and non-official functions at the Swiss Ambassador's residence, the Swiss Embassy and caterings organized by the Swiss representation in Jordan. The Chef organizes the kitchen at the residence, including providing the ingredients and cooking.

### Duties & Responsibilities

- Preparing meals for the Ambassador; develop menus and prepare meals (both formal and informal) for the Ambassador's guests; develop menus and prepare catering for receptions and events; Skills in preparing dietary dishes
- Responsible for buying the food and have a good connection with the suppliers
- Cleaning the kitchen and the kitchen storeroom in an efficient manner including equipment, utensils, surrounding area, clean silver cutlery, etc
- Monitoring kitchen equipment and reporting maintenance issues; Stock control and procurement of ingredients;
- Liaising with Ambassador's PA regarding events at the Residence
- Maintaining accurate detailed records of expenditure and consumption for every event for the accounting
- Updating and controlling kitchen equipment inventory and wine inventory at the residence
- Upholding the highest safety sanitation standards for gastronomy, efficiency, hygiene at the residence kitchen (HACCP).
- Scheduling and coordinating external support staff
- In charge of procurement for the events with the corresponding controlling and financial documentation
- Supervising technical staff and external contractors at the Residence
- Performing other duties when required

### Others:

- Respecting the privacy of the Ambassador's family, applies absolute discretion and confidentiality

- Integrity and honesty
- Excellent knowledge about the market with the ability to get the best price / quality ratio
- Active interest in the Swiss and other international cuisines
- Flair for sustainable food and seasonality of local fresh products
- Skills in preparing vegan, vegetarian dishes
- No reticence to use ingredients central to Swiss cuisine, such as alcoholic beverages, pork etc.

### **Skills:**

- Service orientated
- Event management skills
- Excellent command of English
- Ability to work autonomously
- Creativity and flexibility
- Ability to work under pressure and to embrace challenges
- Willingness to take responsibility and to continuously improve
- Team player in an intercultural team

### **Essential qualifications, skills and experience**

- Professional qualifications in the culinary field
- Minimum of five years' work experience as a chef.
- Excellent customer service skills with strong communication skills to persons at all levels

### **Desirable qualifications, skills and experience**

- Experience abroad or within an international environment.
- Good computer skills (MS Office)

### **We offer**

- Diverse, creative and stimulating work environment
- Further training opportunities
- Competitive salary and social benefits

**Place of work:** Amman, Residence of the Ambassador  
**Length of contract:** unlimited contract  
**Beginning:** 01.03.2026  
**Deadline:** 20. 01.2026

Please submit your application (CV & motivation letter & Experience Letters) in English language at the following link: <http://bit.ly/45hQfox>